

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department of Agriculture		9. Position No. K0047293	10. Budget Program Number 72120		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator I		
3. Division Pesticide & Fertilizer Program			12. Proposed Class Title Public Service Administrator I		
4. Section	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) Topeka Shawnee City County		15. By	Approved		
7. (circle appropriate time) <u>Full time</u> <u>Perm.</u> Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8 AM/PM To: 5 AM/PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Jeanne E. Fox Certification & Training Section Chief

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jeanne E. Fox	Certification & Training Section Chief	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Employee works independently on many tasks and in coordination with Certification Specialist on others. Concentration and attention to detail are critical. Organizational & communication skills are very important and the employee is encouraged to develop new procedures.

b) Initial training on procedures with on-going instruction and discussion on new situations, pesticide law interpretations or new activities or initiatives. Employee is expected to be able to understand and communicate complex information clearly.

c) Guidelines are usually broadly defined.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 60%	<p><u>Tracks and organizes recertification training programs:</u> Researches appropriate study material for pesticide applicator certification examinations, both commercial and private. Obtains permission to use material and provides applicator access to study material. Coordinates with university extension personnel. Assists supervisor with examination development. Searches for pesticide product labels or other information. Maintains list of current study materials.</p> <p>Conducts preliminary review of pesticide applicator recertification programs for credit hours and coordinates with supervisor. Reviews sponsor's attendance procedures, enters training program information in database and notifies program sponsor of KDA approval/disapproval. Maintains program folders and e-mail folders on sponsor correspondence. Compiles on-going list of programs reviewed. Reviews attendance forms and follows up with program sponsor. Monitors recertification programs as assigned. Helps coordinate activities between Records Center and the Pesticide Program. Reviews Record Center pesticide mailings.</p>
2. 15%	<p><u>Respond to requests for compliance assistance:</u> Answers questions on certification, pesticide business licensing, recertification, registered technicians, government agency registration, sensitive crops and other areas. Assists individuals starting new pesticide businesses, helps determine need for business license and selecting appropriate certification categories, reviews procedures to start a business and the material in the business licensing packet. Assists in outreach efforts for new initiatives. Takes complaints as assigned.</p>
3. 5%	<p><u>Commercial applicator examinations:</u> Schedules commercial applicator examinations in coordination with the program staff, exam locations and other events. Compiles spreadsheets on exam attendance. Assembles certification exams for exam kits. Grades examinations on grading scanner. Administers emergency exams.</p>
4. 5%	<p><u>Registered Technician Programs:</u> Oversees technician training programs of pesticide businesses. Answers questions on training requirements, follows up with businesses, enters training programs in database. Works with approved program sponsors on updating their programs.</p>
5. 5%	<p>Reviews and updates informational leaflets in coordination with the Enforcement section and Records Center. Helps determine information needed for KDA's website. Updates exam schedule, recertification schedule and other information on web site. Works with and assists the enforcement section on data entry, filing and receiving complaints.</p>
7. 5%	<p>Maintains calendar, prepares weekly report, time sheet, work log, travel voucher and other paper work as needed.</p>
8. 5%	<p>Performs other duties as assigned.</p>

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22. A. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

This position has no supervisory responsibilities.

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Errors in actions or decisions would adversely affect the program, cause hardship and create credibility problems for the Agency.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Supervisor – several times daily to coordinate program reviews and provide updates.

Pesticide businesses and applicators – frequent contact answering compliance questions

Program office and field staff – daily contact coordinating activities and assisting staff.

General public – frequent contact, answering questions or taking complaints

25. What hazards, risks or discomforts exist on the job or in the work environment?

Frequent computer and phone use. Occasional calls from unpleasant individuals who must be handled carefully. Periodic use of vehicle is required which presents risk in travel and discomfort.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily computer use, telephone, fax, copy machine, calculator.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment

In this position.

Education – General

High School diploma, experience in working in an office and with the public.

Education or Training - Special or professional

License, certificates and registrations

Kansas Driver License

Special knowledge, skills and abilities

Microsoft Office WORD and some EXCEL. Ability and willingness to learn regulations and assist applicators, public and KDA staff.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date